Storekeeper

Under the supervision of the Transit Fleet Services Manager, the Storekeeper is responsible for maintaining the inventory for the equipment, materials, and supplies for the Transit Department's warehouse. The position receives, checks, and signs for materials, equipment, and supplies delivered to the City; completes inventory control records and places material in appropriate storage areas; issues requisitioned material or supplies to department personnel; maintains inventory records; and may perform minor refurbishment of stock inventory or routine maintenance.

Step 1	Step 2	Step 3	Step 4	Step 5
$18.45	$19.39	$20.35	$21.36	$22.44

MINIMUM REQUIREMENTS

Experience: One year of experience receiving, storing, or issuing stock. Familiarity with computerized inventory control and data entry is desired.

License: A valid California Class C Driver's License.

IDEAL CANDIDATE
In addition to the Experience outlined above

- Good interpersonal skills and the ability to interact effectively with different customers, such as representatives from various City departments, salespeople from the public, custodians, mechanics, and delivery truck personnel.
- Computer literacy and experience using computerized inventory management programs.
- Ability to lift up to 50 pounds
- Ability to work independently with minimal supervision
- High school diploma or equivalent
- Ability to establish purchasing sources
- Experience analyzing inventory activity
- Knowledge of inventory systems

This assignment is required to work the night shift, but must be available to work various shifts.

Benefits

For contributing your talents to our team, you will receive the following:

- **9/80 work schedule**
- Paid vacation and sick leave
- Excellent Health, Dental & Vision plans, and Life Insurance
- Tuition Reimbursement Program
- Thirteen paid holidays
- Interest-free computer loan program
- Flexible spending which provides tax-free options for medical, dental and child care expenses
- Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% at 62 retirement plan which is funded through contribution from both employer and employee. Employee contributes 7% on a pre-tax basis
- Deferred Compensation Plan
- Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare

For more information regarding our Employee Benefits, please visit http://www.torranceca.gov/523.htm#.

APPLICATION PROCESS

Interested candidates must submit an online-only application at http://www.torranceca.gov/523.htm#.

The application filing period begins **February 18, 2014 at 7:30 a.m.** and closes **February 25, 2014 at 5:30 p.m.**

Only those candidates whose training and experience **best** meet our requirements will be invited to participate in the examination process. This will consist of the following:

Written Test—weighted 40%

Oral Interview—weighted 60%

Please visit our webpage under *Recruitment Status* for updates and current information.

SPECIAL NOTES

In accordance with the Memorandum of Understanding between AFL-CIO Local 1117, AFSCME, and the City of Torrance, new employees covered under that memorandum shall become members in good standing or pay the required service fee to said Local 1117.

*Applicants with disabilities who require special testing arrangements **must** contact Human Resources **prior** to the final filing date.*

As a condition of employment, candidates must pass a background check and pre-employment medical examination.

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